



CITY OF WATERTOWN APPLICATION PROCESS FOR A CHANGE OF ZONING

READ ENTIRE GUIDELINE BEFORE APPLYING

In the interest of expediting proposed changes of zoning, the following procedures are to be followed:

All applications are to be submitted to the City Engineer's Office, 245 Washington Street, Room 305, Watertown, New York 13601, but shall be addressed to the Honorable Mayor and City Council. The applications will be reviewed and, if all the information requested herein has been provided, then copies will be distributed as necessary.

The number of sets of the application to be submitted is 15. In a case where Jefferson County review is also needed, 16 (sixteen) sets would be required.

A set is to be comprised of the following:

1. A detailed letter or statement of what the petitioner seeks to establish, (i.e. the proposed change of zone itself, the proposed future use of the property, and any other information that will aid the Planning Board and the City Council in comprehending the petition. This narrative can also be accompanied by written consent of the adjoining property owners if possible as well as any additional data the petitioner wishes to include. Also, a telephone number must be included so the applicant can be contacted if necessary, for questions or updates on meeting information.
2. A drawing, if applicable, illustrating possible future concepts. The petitioner may forego this step if he/she wishes since full illustration will be necessary if and when the property is developed.
3. A copy of the metes and bounds description (property deed) of the property or properties for which the change of zone is requested.
4. A copy of the appropriate tax map of the proposed area that is requested to be changed, on which the applicant is to highlight the boundaries of the subject property in colored pencil or marker.
5. A completed State Environmental Quality Review (SEQR) form - example attached. This two-sided short form is the one usually needed and only "Side 1" is to be completed by the applicant. If it is decided that the longer form is needed to further assist the Board or Council, one will be supplied by this office.
6. A non-refundable \$100.00 check, made payable to the City of Watertown, New York. This is to cover the cost of stenographic work, transcripts and other administrative handling.

Petitions for changes of zone will be heard by the Planning Board and the City Council. A change of zone requires approval of the City Council after a public hearing. Under the rules, the public hearing must be delayed to 2 (two) weeks after the first meeting that the City Council receives the application.

The Planning Board normally meets the first Tuesday of the month at 1:30 P.M. All referrals must be submitted 2 (two) weeks before the scheduled meeting and only those referrals included on the prepared meeting agenda will be considered.

In the case of a petition for a Planned Development District, the petition shall contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance.

It should be pointed out that a change of zone by the City Council will not be considered complete and established until; copies of the resolution affecting the change have been filed with the City Clerk and the City Engineer, the official zoning map is marked to show the approved change, and the City Council is notified by the City Engineer that such change has been made.